



**JULY 2021**

**GUIDELINES TO APPLICANTS**

1. If you meet the requirements, kindly forward a concise CV to The relevant Practitioner/Administrator (Human Resources) by email or logging on to the NHLS career page <http://careers.nhls.ac.za> (I-Recruitment), quoting the reference number and the job title.
2. Response Email addresses of the relevant HR representative and or Region is supplied at the end of each regional adverts. The onus is on the applicant to ensure that their application has been received. Incomplete applications and applications received after the closing date will not be considered.
3. Any credentials of the contract of employment will be subject to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, social media accounts behavior/comments verifications, competency/psychometric assessments, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. All health professional roles may be subjected to further assessment in line with the applicable proficiency matrix to determine the correct level and or grade.
5. The NHLS reserves the right, at its discretion, to remove the advertisement and or not to appoint.
6. Internal employees are required to complete a period of twelve months in current role before they can be eligible to apply for transfer.
7. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications.
8. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
9. Correspondence will be limited to shortlisted candidates only.
10. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
11. Successful applicants will be remunerated on the published scale associated with the grade of the post. This means that the remuneration of an applicant who is successful for a position that is lower than his/her current job grade will be adjusted downward with effect from the date of appointment.
12. External applicants shall be responsible for all expenditure related to attendance of interviews.
13. **This is an open advert. External applicants are welcome to apply for this bulletin**

**CLOSING DATE: 06 AUGUST 2021**

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## CORPORATE REGION

BUSINESS UNIT: INFORMATION TECHNOLOGY  
DISCIPLINE: PROJECT MANAGEMENT OFFICE  
LOCATION: SANDRINGHAM  
POSITION: PROJECT MANAGER  
PAY GRADE: D2  
REFERENCE NUMBER: CORPIT0721/001-01 (07935-001-1406)

### Key Job Responsibility

■ Manage and prioritise medium to complex project delivery and governance from beginning to end in accordance with NHLS business strategic objectives and Project Management Methodologies. ■ Assist in the definition of the scope and objectives involving all relevant stakeholders and ensuring technical feasibility ■ Develop comprehensive projects plan and track project progress in line with the projects timelines ■ Manage projects scope, goals and deliverables that support business goals in collaboration with all stakeholders. ■ Develop full-scale project documentation which addresses all knowledge areas in accordance with the Project Management Methodology ■ Develop, manage and execute communication, human resources, change management, procurement and quality management strategies to achieve project delivery within triple constraints which are scope, timeline and budget. ■ Meet budgetary objectives and make adjustments to project constraints based on financial analysis ■ Manage project governance to drive projects delivery. ■ Develop a project evaluation framework to assess the strengths of the project and identify areas of improvement. ■ Plan, assign and manage project human resources internally and externally. ■ Delegate tasks and responsibilities to appropriate personnel. ■ Develop and manage multi-project risks, issues, dependencies and mitigation strategies.

### Minimum requirements & key competency

■ 3 year National Diploma (NQF Level 6)/ Degree in IT or Projects Management ■ Project Management Certification preferably Prince2 ■ Post Graduate Diploma in Business Management (desirable) ■ Certification in Business Analysis (desirable) ■ 5 (five) years' experience in managing IT Projects which includes among others SDLC ■ 5 (five) years' experience working with IT Contracts and procurement processes – working with vendors, of which 3 (three) years should be in Business Analysis ■ Extensive computer knowledge ■ Knowledge of organisational policies and procedures ■ Sound knowledge of procurement process (PFMA) ■ Sound knowledge of the laboratory related environment (desirable) ■ Knowledge of Portfolio, Program and Project Management Methodologies and Practices ■ Thorough understanding of project management phases ■ Knowledge of Business Analysis Practices ■ Knowledge of Business Case development, Project Prioritisation and Benefit Realisation, Knowledge of Change Management Methodologies ■ Knowledge of IT Governance Models such as COBIT, ITIL, Knowledge of IT Architecture Framework such as TOGAF, Knowledge and Understanding of PFMA Principles and Practices, Knowledge of Procurement and Contract Management Processes ■ Risk Management Skills ■ Ability to plan work effort and manage project schedule and priorities ■ Attention to detail ■ Planning and Organising ■ Excellent Communication skills ■ Administrative skills ■ Problem solving ■ Deadline driven or Time management skills ■ Analytical skills ■ Project Management skills ■ Negotiation skills ■ People Management Skills ■ Ability to work in a team and under pressure ■ Budgeting skills ■ High Level Communication Skills.

Enquiries may be directed Maria Ntlailane @ (011) 386 6187, e-mail application to [corporate1@nhls.ac.za](mailto:corporate1@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: FINANCE  
DISCIPLINE: PROCUREMENT  
LOCATION: SANDRINGHAM  
POSITION: MANAGER - PROCUREMENT (OPERATIONS)  
PAY GRADE: D2  
REFERENCE NUMBER: CORPFIN0721/001-02 (03913-001-1316)

#### Key Job Responsibility

■ To ensure compliance with approved budget and support NHLS business / operational / strategic plans by reviewing, assessing and identifying the risks associated with procurement and identify opportunities to mitigate, minimize and eliminate risk ■ To implement and ensure execution of policies, procedures, business plans and SOPs and monitor compliance with the legislative framework to ensure best practices, compliance and governance with PFMA, PPPFA, BBBEE, National Treasury Regulations, instructions, practice notes and other relevant regulations, e.g. to ensure improvement of preferential procurement in achieving best possible BBBEE level ■ To supply suitable reports [e.g. Budget allocated vs Planned vs Actual spend, etc.] to ensure factual and accurate data for proper management decisions ■ To ensure and monitor the BBBEE compliance on all prospective and preferred suppliers, coordinate and monitor compliance to BBBEE development programs by administering incentive programs that will ensure greater participation of historically marginalised suppliers ■ To participate in the development of preferential procurement strategies in line with the NHLS' strategic plan ■ To prepare and process requisitions and purchase orders for suppliers and equipment by overseeing the purchase order approval process, reviewing purchase orders for conformance to NHLS policy and approving valid purchase orders based on valid and approved requisition in line with delegation of authority to ensure financial accountability ■ To manage supplier relations, negotiate with vendors for the lowest costs and incentives and analyses market price and product mix checks for competitiveness as well as approving price increases and new items on Oracle ■ To manage the expediting process to ensure efficient support to operation and good accounting procedures and practices, including inventory and asset management ■ To draft and control the Acquisition Management budget and assist the Procurement Manager with the development of departmental budget to ensure that the department has adequate resources ■ To ensure all new suppliers added to the supplier database are compliant with statutory requirements (treasury regulation) as well as ensuring that all new items added to the inventory item list are approved and validated by Quality Assurance (QA) and support strategic objectives of the organisation ■ To ensure effective management of end-to-end RFQ business processes to ensure quality and statutory compliance ■ To ensure goods and services are acquired / procured at the most competitive price, delivered on time by suppliers and the relevant procurement actions were executed (including corrections of non-conformances/overdue purchase orders) as well as ensuring monthly KPI reporting ■ To interact and assist with internal and external audits to ensure compliance with auditing requirements ■ To manage the CAPEX spend of NHLS on behalf of NHLS end users to ensure optimal use of resources in line with the overall priorities of the organisation ■ To manage the Acquisition Management team to ensure that they have the skills required by the organisation and is equipped to deliver on their performance objectives ■ To ensure regular review of system access log to ensure no unauthorised access at any point ■ To comply with the relevant reports and month-end business processes [e.g. closing of old financial period for purchasing and opening the new period]

#### Minimum requirements & key competency

■ Degree in Supply Chain Management (NQF level 7) ■ Post Graduate Diploma/ Honours (NQF level 8) in Supply Chain Management (desirable) ■ 10 (ten) years plus relevant procurement experience including experience at a management level ■ Public sector procurement experience ■ Knowledge of Oracle ERP ■ Knowledge of Treasury Regulations i.e. PFMA, PPPFA, BBBEE ■ Knowledge of writing policy and procedures ■ Negotiation skills ■ Written and verbal communication skills ■ Interpersonal skills ■ People management skills ■ Time management skills ■ Computer literacy (MS Office) ■ Attention to detail.

Enquiries may be directed to Mmathapelo Mthethwa @ (011) 555 0583, or e-mail application to [corporate1@nhls.ac.za](mailto:corporate1@nhls.ac.za) or visit the NHLS career page at <http://intranet.nhls.ac.za>

BUSINESS UNIT: FINANCE  
DISCIPLINE: FINANCIAL REPORTING  
LOCATION: SANDRINGHAM  
POSITION: MANAGER: GROUP ACCOUNTING  
PAY GRADE: D4  
REFERENCE NUMBER: CORPFIN 0721/001-03 (02900-001-1711)

#### Key Job Responsibility

■ To review and develop financial and management policies and systems and policies to ensure sound governance and internal control systems ■ To oversee the general ledger to ensure adequate controls including reconciliations and appropriate reporting are in place ■ To ensure the production of timeous and accurate monthly and quarterly financial statements (balance sheet) ■ To ensure timeous and accurate annual financial statements in accordance with relevant accounting standards ■ To oversee credit control and cash flow management to ensure the availability of available funds to meet the needs of the business ■ To oversee accounts payable activities to ensure the administration and payment to creditors in line with credit terms and standards ■ To oversee fixed assets, projects and inventory functions to ensure it reflects the actual status ■ To oversee the treasury function to ensure the most effective investments of funds within the parameters of treasury regulations ■ To ensure that the general ledger chart of accounts is maintained on a regular basis ■ To oversee the internal and external liaison ■ To train and manage Finance staff to ensure they have the skills required by the organisation and are able to achieve their performance and strategic objectives ■ To manage, control/drive or participate in ad-hoc projects that arise from time to time.

#### Minimum requirements & key competency

■ BCOMPT (HONS) (NQF Level 8) ■ Qualified and accredited Chartered Accountant (SA) ■ 8 (years) years relevant finance experience ■ 5 (five) years' experience at management level ■ Solid Experience in systems implementation ■ Knowledge of PFMA, Treasury regulations, IFRS & GRAP ■ Strategic financial management ■ Budgeting and management skills ■ Conceptual skills ■ Analytical skills ■ Negotiation skills ■ Leadership skills ■ Financial and cash flow management skills ■ Communication skills ■ Ability to manage staff.

Enquiries may be directed to Mmathapelo Mthethwa @ (011) 555 0583, or e-mail application to [corporate1@nhls.ac.za](mailto:corporate1@nhls.ac.za) or visit the NHLS career page at <http://intranet.nhls.ac.za>

BUSINESS UNIT: FINANCE  
DISCIPLINE: PROCUREMENT  
LOCATION: SANDRINGHAM  
POSITION: HEAD – SUPPLY CHAIN MANAGEMENT  
PAY GRADE: D5  
REFERENCE NUMBER: CORPFIN0721/001-04 (03901-001-1510)

#### Key Job Responsibility

■ To develop and implement Supply Chain Management (SCM) Strategy, policies and procedures to ensure alignment with business needs and to offer a quality cost effective at all times. ■ To monitor and enforce compliance to applicable legislative SCM requirements. ■ To develop, monitor and control annual departmental (SCM) budget in order to ensure the most effective utilisation of resources and containment of costs within budgeted limits. ■ To generate and submit monthly, quarterly and annual SCM reports to the National Treasury and NHLS in order to meet regulatory requirements. ■ To support the business in evaluating new technology that is relevant to the organisation. ■ To train and manage staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives. ■ To oversee the development and management of SCM logistics strategy in line with the business objectives and ensure the implementation thereof by providing direction to NHLS. ■ To oversee the development logistics and Material inventory management strategy to enable effectiveness management of NHLS logistics and inventories. ■ To oversee the optimal usage of NHLS courier/Transportation service providers to ensure effective utilisation of NHLS assets. ■ To provide leadership direction in the development and distribution models and principles. ■ To develop transport economy model in order to calculate the sustainability of routes and usable economic transportation rates to ensure effective cost management. ■ To oversee the development and implementation of demand and supply Strategy for NHLS to ensure proper planning, management and forecasting. ■ To plan and manage SCM budget analysis related to SCM demand and supply to ensure effective management. ■ To lead the development of demand and planning management model with NHLS. ■ To oversee the development of effective Acquisition systems in order to promote best SCM practices. ■ To oversee the development of a savings reporting mechanism to analyse spending and identify potential savings. ■ To develop and oversee the Acquisition unit to ensure effective and timeous SCM service delivery. ■ To develop referential procurement strategy and departmental annual costing saving targets to meet legislative and NHLS requirement. ■ To ensure effective development of NHLS supplier database system. ■ To develop and implement effective payment strategy to ensure continuous and effective payments of Suppliers. ■ To oversee the effective management of relevant internal and external stakeholder in order to sustain effective relationship. ■ To oversee the management of resource allocation to ensure effective utilisation of SCM resource/capital in line with organisational requirement / needs. ■ To ensure effective management of risk in relation to SCM functions.

#### Minimum requirements & key competency

■ Honours Degree in Supply Chain / Procurement management or relevant. (NQF Level 8) ■ Masters in Business Administration (MBA) (desirable). ■ 8 (eight) years' experience in Supply Chain Management / Procurement ■ At least 5 (five) years' experience in senior management role ■ knowledge of PFMA, PPPFA, BBBEE ■ procurement knowledge ■ knowledge of Treasury regulations ■ knowledge of king 3 ■ knowledge of General employment Laws ■ Project management ■ Interpersonal Skills ■ Negotiation skills ■ knowledge of procurement relevant legislation ■ Ability to understand legal contracts ■ Financial skills/ Budgeting skills ■ Administration and organisational skills ■ Leadership skills ■ Computer literacy ■ Ability to meet deadline ■ Planning and organising skills ■ Communication skills (verbal & written) ■ Strategic thinking.

Enquiries may be directed to Mmathapelo Mthethwa @ (011) 555 0583, or e-mail application to [corporate1@nhls.ac.za](mailto:corporate1@nhls.ac.za) or visit the NHLS career page at <http://intranet.nhls.ac.za>

## EASTERN CAPE REGION

BUSINESS UNIT: NELSON MAMDELA BAY AND SARAH BAARTMAN  
DISCIPLINE: NURSING SERVICES  
LOCATION: UITENHAGE  
POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)  
PAY GRADE: B5  
REFERENCE NUMBER: NMB&SB1020/001-11 (24200-002-8022)

### Main Purpose of the Job

**To draw quality blood (and other fluids) samples from patients and prepare these specimens for further testing.**

### Key Job Responsibility

- Draws blood as required using safety procedures
- Observes the physical condition of patients during blood taking and applies sound phlebotomy practices in order to ensure the safety and comfort of patients
- Pre- and post-test counselling of parents/guardians and children of various ages according to current South African legislation guidelines
- Performs and interprets point of care tests as required
- Keeps records of specimen collected, ensures that all patients detail and clinical information is accurately recorded and interprets test results in the context of the child's clinical condition
- Handles or refers queries related to the service
- Theoretical and practical training of other health care workers to render this service
- Report writing to document the service and identify successes and failures
- Revises standard operating procedures as new information becomes available and proactively strives to improve integration of child care service within the health care facility
- Participates in operational research to inform best practice
- Provides general nursing and phlebotomy technician services as required, from time to time
- Checks stock levels of all collection materials and orders additional stock to ensure the availability of required materials at all times
- Implements sound housekeeping procedures to ensure a safe working environment in accordance with legislation and all safety protocols.

### Minimum requirements & key competency

- Matric (NQF 4)- Essential
- Certificate in Nursing (3 years)/ SMLTSA Certificate (Essential)
- Counselling and Good Clinical Practice (GCP) courses (Essential)
- Registration with SANC as a nurse/ Registered with the HPCSA as a Phlebotomy Technician (Essential)
- Valid Driver's Licence (Desirable).
- 0 years' experience
- Knowledge of HIV and TB management
- Demonstrate full knowledge of the pre-collection limitations applicable to the required specimen and testing process
- Demonstrate knowledge of the purpose and safe use of all equipment used in the collection of all specimen type and specialized testing procedures within the scope of practice
- Demonstrate knowledge of factors which may affect the quality of the specimen arising either pre-Post or during specimen collection and apply appropriate actions to avoid their occurrence
- Knowledge of research project and laboratory tests-Essential
- Knowledge of various test regimes-Essential
- Knowledge of specimen safety precautions-Essential
- Understanding and applying correct procedures, Working in hazardous environment and being safety conscious-Essential
- Sound knowledge of all required phlebotomy related nursing procedures and relevant disease process/laboratory tests –Essential
- Computer literate
- Project Management skills-Essential
- Data capturing and analysis skills-Essential
- Interpersonal and Counselling skills
- Written and Verbal Communication skills
- Time Management and Initiative
- Good communication
- Ability to maintain confidentiality.

Enquiries may be directed Asamkele Gonose @ (041) 395 6162, e-mail application to [EC.recruitment@nhls.ac.za](mailto:EC.recruitment@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: BUFFALO CITY AND AMATHOLE MUNICIPALITY  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: FRERE HOSPITAL  
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
PAY GRADE: LT1  
REFERENCE NUMBER: EC-BC&AM1120/002-06(22006-005-7014)

### Main Purpose of the Job

To perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease under the supervision of a medical technologist

### Key Job Responsibility

#### Laboratory Safety Compliance:

- Ensure compliance with health and safety measures at all times-each day / month / year
- Adherence to decontamination procedures upheld 100% of the time (e.g. daily bench decontamination, bio-hazardous spills, and instrument decontamination spills post service)
- 100% compliance on recording of temperature readings in accordance with relevant SOP's

#### Laboratory Process (Produced laboratory work and/or Laboratory Reports:

- Daily receive, sort and prioritize patient samples according to laboratory SOP
- Daily analyse patient samples according to laboratory SOP
- Ensures that reliable and accurate results are generated 100% of the time
- Daily adherence to set turnaround times for each tests onsite(NB) timed up to the preliminary reports
- Daily filing and storage of specimen
- Checks abnormal results according to laboratory SOP and reports results according to SOP
- Prepares stains and slides for specialized testing
- Daily documents data in own area of work.

#### Maintained and Operated Equipment:

- Perform equipment maintenance as per schedule
- Compliance and application of SOP's
- Ensure sufficient stock is available as per guidelines
- Performance of quality checks
- Competency certificate for operation of equipment
- 100% compliance to maintenance of reagent log sheets (logging of reagents, date of receipt, use and expiry and loading on instruments)
- Time error logs are flagged on equipment.

#### Quality Assurance:

- Prepare quality control material(IQC) as per lab SOP and run routine IQC sample as per SOP and EQA
- Identify IQC and report deviations to supervisor
- Daily document log sheets (room temperature, fridges, etc.)

#### Teaching, Training, Research and Development of Laboratory staff:

- CPD presentation (at least 1 lecture per annum)
- Train and be competent using SOP's for all instruments in the laboratory including maintenance in own area of work.

### Minimum requirements & key competency

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

Enquiries may be directed Phumzile Mbilini @ (047) 502 4192, e-mail application to [EC.recruitment@nhls.ac.za](mailto:EC.recruitment@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>



## FREE STATE AND NORTH WEST REGION

BUSINESS UNIT: UNIVERSITAS ACADEMIC  
DISCIPLINE: ANATOMICAL PATHOLOGY (HISTOLOGY)  
LOCATION: ANATOMICAL PATHOLOGY (HISTOLOGY) LABORATORY (X2 POSTS)  
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
PAY GRADE: MT2  
REFERENCE NUMBER: UNIFS0321/001-01 (31002-008-8014) (31002-014-8014)

### Main Purpose of the Job

**Conducts and monitors a variety of diagnostic analyses of patient specimens to provide accurate laboratory test results to aid in and confirm clinical diagnosis and treatment therapies.**

### Key Job Responsibility

#### Operational efficiency of laboratory:

- Perform equipment maintenance and root cause analysis, completing action reports according to SOPs
- Troubleshoot laboratory equipment and quality control independently, identifying, suggest and implement corrective measures
- Adhere to analytical times and basic TAT for capturing/resulting
- Adhere to analytical times and basic TAT when embedding, cutting, staining, cover, slipping, quality control checks and dispatching of H/E special stains, frozen section biopsies and IMF
- Verify and authorize test results
- Verify QC of test results
- Refer for further testing if required
- Collate data and statistics and basic interpretation over a period of time and make recommendations thereafter
- Identification of clerical and/or technical errors, report results and document non-conformances
- Monitor stock for operational needs
- Perform lot-to lot verification.

#### QMS:

- Interpret all Quality Controls ("QC")
- Implement corrective action and close non-conformance ("NC")
- Review/participate and submit EQA
- Print, analyse and action rejection report
- Action, close customer complaints.

#### Assessments of results/Special stains/Interpretation of results:

- Reviewing the work of others and amending results where necessary

#### Teaching, Training & Development of Laboratory staff:

- 1 x CPD presentation per annum / Training Presentation
- Ensuring that continuous training takes place and ensure the implementation of training programmes

### Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Biomedical Technology/ NQF level 6 or 7
- HPCSA registration as a Medical Technologist in **Anatomical Pathology (Histology)**
- Minimum of 4 (four) years post qualification experience as a Medical Technologist
- Perform sampling and analysis of blood, tissue and body fluid
- Preparation of samples for examination
- Knowledge for the usage of specialised instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organisational skills
- Attention to detail strive for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication Skills (Verbal, written & presentation)
- Computer Literacy
- Time management and evaluation Skills.

Enquiries may be directed to Nomusa Sithole @ 051 411 9946, e-mail application to [FSNW.recruitment1@nhls.ac.za](mailto:FSNW.recruitment1@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: UNIVERSITAS ACADEMIC  
DISCIPLINE: CYTOLOGY  
LOCATION: CYTOLOGY LABORATORY  
POSITION: LABORATORY ASSISTANT (RE-ADVERTISEMENT)  
PAY GRADE: B3  
REFERENCE NUMBER: UNIFS0321/001-02 (31003-002-5003)

#### Main Purpose of the Job

To perform laboratory specimen preparations and related procedures in terms of pre and post testing standard operating procedures under supervision.

#### Key Job Responsibility

■ Receives, sort and refer (where applicable) specimens for testing. Spin and label specimens appropriately for testing ■ Liaises with the registration area regarding errors made during data capturing ■ Check suitability of specimens for processing according to set standard operating procedure ■ Performs tasks in support of the analytical process as per discipline requirements, which includes, Specimens centrifugation and aliquoting, Protection against light, Stain preparation, Tracking missing samples, Focal point equipment competence, Ziehl Neelsen staining of slides for Mycobacterium, Labeling and sorting of slides and forms for party and Monitoring of relevant equipment to ensure it is maintained and in good working order ■ Stores, retrieves data, samples and media( where applicable) in accordance with procedures ■ Disposal of waste in accordance with standard operating procedures and legislation ■ Monitor and request stock on the bench to ensure continuous supply of relevant stock in the lab ■ Comply with policies and procedures of the NHLS, Quality Standards and the Occupation Health and Safety Act ■ Appropriate troubleshooting on lab equipment and specialised equipment to ensure continuous testing of specimens ■ Assist with ad-hoc administrative tasks in the lab to ensure quality control.

#### Minimum requirements & key competency

■ Grade 12 / Matric / NQF level 4 / N2 / NQF Level 4 equivalent ■ Lab Assistant Certificate ■ HPCSA Registration as a Lab Assistant in **Cytology** ■ 1 (one) year plus Prior experience in a laboratory environment is advantageous (Desirable) ■ Knowledge of Laboratories ■ Knowledge of Occupational Health and Safety Act ■ Computer Literate ■ Technically Orientated ■ Attention to detail ■ Team Oriented ■ Good Communication Skills.

Enquiries may be directed to Nomusa Sithole @ 051 411 9946, e-mail application to [FSNW.recruitment1@nhls.ac.za](mailto:FSNW.recruitment1@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

## GAUTENG REGION

**BUSINESS UNIT:** JOHANNESBURG, SEDIBENG & WEST RAND  
**DISCIPLINE:** MANAGEMENT & ADMINISTRATION  
**LOCATION:** BRAAMFONTEIN COMPLEX  
**POSITION:** BUSINESS MANAGER (RE-ADVERTISEMENT)  
**PAY GRADE:** D5  
**REFERENCE NUMBER:** GAUJHBSW0520/001-01 (44690-001-1405)

### Main Purpose of the Job

**Provide operational management of the business unit /academic complex to ensure the achievements of all NHLS objectives in terms of service delivery, teaching and research.**

### Key Job Responsibility

- Contribute as a member of the regional/academic management team to the operational planning for the Region and implement operational plan of the Business Unit/Academic complex to ensure achievement of set performance
- Ensure effective and efficient utilisation of resources to achieve all required performance objectives/targets
- Develop and manage staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives
- Conduct client liaison with external bodies e.g. Hospital Administration, health district management and/or local tertiary education institutions to foster harmonious relations
- Responsible for the development and management of both operational and Academic budgets to ensure the most effective utilisation of financial resources, maintenance of costs within budget and the achievement of profitability objectives
- Oversee the implementation and correct application of all NHLS policies and procedures to ensure compliance
- Responsible for human resources management to ensure optimal staff utilisation and maintenance of sound labour relation within the tertiary complex/business unit
- Responsible for overseeing and monitoring of the laboratory information system and other IT systems to ensure smooth operation of the tertiary complex/business unit
- Oversee and monitor the procurement process to ensure optimal stock levels, cost containment and appropriate selection of equipment and services in compliance with legislation, policy and approved budgetary framework
- Ensure the implementation of laboratory quality system in accordance with SANAS accreditation requirements to ensure delivery of quality results
- Ensure the implementation of agreement relating to equipment, logistics; security, cleaning, utilities, building maintenance etc. of business unit to ensure the delivery of cost effective services in line with the needs of the business
- Provide an enabling environment to support Research & Development within an academic setting
- Ensure the implementation of health, safety and environmental requirements to ensure the implementation of all necessary processes and procedures, compliance with legislation and the achievement of a healthy, safe and environmentally friendly environment in line with objectives..

### Minimum requirements & key competency

- National Diploma in Medical Technology or other relevant Degree in Health Sciences
- HPCSA registration in relevant discipline
- Business Management related qualifications (desirable)
- 8 (eight) years relevant laboratory experience
- 5 (five) years management experience
- Knowledge of OHSA
- Knowledge of general accounting and finance practices
- Knowledge of laboratory information and ERP systems
- Knowledge of company and products produced
- Knowledge of NHLS finance and budget processes and procedures
- Specialist pathology knowledge (desirable)
- Planning and Organising skills
- Analytical skills
- Financial and General Management
- Computer skills
- Leadership and Management skills
- Negotiation and Conflict resolution skills
- Interpersonal skills
- Effective communication skills
- Presentation skills
- Chairing meetings.

**Enquiries may be directed to Xoliswa Sinkqo @ (011) 489 9020, e-mail application to [Xoliswa.sikngo@nhls.ac.za](mailto:Xoliswa.sikngo@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**

## KZN REGION

BUSINESS UNIT: MKHANYA-ZULU  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: BENEDICTINE LABORATORY  
POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)  
PAY GRADE: B5  
REFERENCE NUMBER: KZNBEN0720/001-12 (83001-005-7015)

### Main Purpose of the Job

**To draw quality blood (and other fluids) samples from patients and prepare these specimens for further testing.**

### Key Job Responsibility

- Draws blood as required using safety procedures
- Observes the physical condition of patients during blood taking and applies sound phlebotomy practices in order to ensure the safety and comfort of patients
- Pre- and post-test counselling of parents/guardians and children of various ages according to current South African legislation guidelines
- Performs and interprets point of care tests as required
- Keeps records of specimen collected, ensures that all patients detail and clinical information is accurately recorded and interprets test results in the context of the child's clinical condition
- Handles or refers queries related to the service
- Theoretical and practical training of other health care workers to render this service
- Report writing to document the service and identify successes and failures
- Revises standard operating procedures as new information becomes available and proactively strives to improve integration of child care service within the health care facility
- Participates in operational research to inform best practice
- Provides general nursing and phlebotomy technician services as required, from time to time
- Checks stock levels of all collection materials and orders additional stock to ensure the availability of required materials at all times
- Implements sound housekeeping procedures to ensure a safe working environment in accordance with legislation and all safety protocols.

### Minimum requirements & key competency

- Matric (NQF 4)- Essential
- Certificate in Nursing (3 years)/ SMLTSA Certificate (Essential)
- Counselling and Good Clinical Practice (GCP) courses (Essential)
- Registration with SANC as a nurse/ Registered with the HPCSA as a Phlebotomy Technician (Essential)
- Valid Driver's Licence (Desirable).
- 0 years' experience
- Knowledge of HIV and TB management
- Demonstrate full knowledge of the pre-collection limitations applicable to the required specimen and testing process
- Demonstrate knowledge of the purpose and safe use of all equipment used in the collection of all specimen type and specialized testing procedures within the scope of practice
- Demonstrate knowledge of factors which may affect the quality of the specimen arising either pre-Post or during specimen collection and apply appropriate actions to avoid their occurrence
- Knowledge of research project and laboratory tests-Essential
- Knowledge of various test regimes-Essential
- Knowledge of specimen safety precautions-Essential
- Understanding and applying correct procedures, Working in hazardous environment and being safety conscious-Essential
- Sound knowledge of all required phlebotomy related nursing procedures and relevant disease process/laboratory tests –Essential
- Computer literate
- Project Management skills-Essential
- Data capturing and analysis skills-Essential
- Interpersonal and Counselling skills
- Written and Verbal Communication skills
- Time Management and Initiative
- Good communication
- Ability to maintain confidentiality.

Enquiries may be directed to Shaun Govender @ (031) 327 6727, e-mail application to [shaun.govender@nhls.ac.za](mailto:shaun.govender@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: MKHANYA-ZULU  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: HLABISA HOSPITAL  
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
PAY GRADE: LT1  
REFERENCE NUMBER: KZNHLA0121/001-24 (87911-013-7014)

### Main Purpose of the Job

To perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease under the supervision of a medical technologist

### Key Job Responsibility

#### Laboratory Safety Compliance:

- Ensure compliance with health and safety measures at all times-each day / month / year
- Adherence to decontamination procedures upheld 100% of the time (e.g. daily bench decontamination, bio-hazardous spills, and instrument decontamination spills post service
- 100% compliance on recording of temperature readings in accordance with relevant SOP's

#### Laboratory Process (Produced laboratory work and/or Laboratory Reports:

- Daily receive, sort and prioritize patient samples according to laboratory SOP
- Daily analyse patient samples according to laboratory SOP
- Ensures that reliable and accurate results are generated 100% of the time
- Daily adherence to set turnaround times for each tests onsite(NB) timed up to the preliminary reports
- Daily filing and storage of specimen
- Checks abnormal results according to laboratory SOP and reports results according to SOP
- Prepares stains and slides for specialized testing
- Daily documents data in own area of work.

#### Maintained and Operated Equipment:

- Perform equipment maintenance as per schedule
- Compliance and application of SOP's
- Ensure sufficient stock is available as per guidelines
- Performance of quality checks
- Competency certificate for operation of equipment
- 100% compliance to maintenance of reagent log sheets (logging of reagents, date of receipt, use and expiry and loading on instruments)
- Time error logs are flagged on equipment.

#### Quality Assurance:

- Prepare quality control material(IQC) as per lab SOP and run routine IQC sample as per SOP and EQA
- Identify IQC and report deviations to supervisor
- Daily document log sheets (room temperature, fridges, etc.)

#### Teaching, Training, Research and Development of Laboratory staff:

- CPD presentation (at least 1 lecture per annum
- Train and be competent using SOP's for all instruments in the laboratory including maintenance in own area of work.

### Minimum requirements & key competency

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

Enquiries may be directed to Shaun Govender @ (031) 327 6727, e-mail application to [shaun.govender@nhls.ac.za](mailto:shaun.govender@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: MKHANYA-ZULU  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: VRYHEID HOSPITAL  
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
PAY GRADE: LT1  
REFERENCE NUMBER: KZNVRY1020/001-16 (83200-001-7014)

### Main Purpose of the Job

To perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease under the supervision of a medical technologist

### Key Job Responsibility

#### Laboratory Safety Compliance:

- Ensure compliance with health and safety measures at all times-each day / month / year
- Adherence to decontamination procedures upheld 100% of the time (e.g. daily bench decontamination, bio-hazardous spills, and instrument decontamination spills post service)
- 100% compliance on recording of temperature readings in accordance with relevant SOP's

#### Laboratory Process (Produced laboratory work and/or Laboratory Reports:

- Daily receive, sort and prioritize patient samples according to laboratory SOP
- Daily analyse patient samples according to laboratory SOP
- Ensures that reliable and accurate results are generated 100% of the time
- Daily adherence to set turnaround times for each tests onsite(NB) timed up to the preliminary reports
- Daily filing and storage of specimen
- Checks abnormal results according to laboratory SOP and reports results according to SOP
- Prepares stains and slides for specialized testing
- Daily documents data in own area of work.

#### Maintained and Operated Equipment:

- Perform equipment maintenance as per schedule
- Compliance and application of SOP's
- Ensure sufficient stock is available as per guidelines
- Performance of quality checks
- Competency certificate for operation of equipment
- 100% compliance to maintenance of reagent log sheets (logging of reagents, date of receipt, use and expiry and loading on instruments)
- Time error logs are flagged on equipment.

#### Quality Assurance:

- Prepare quality control material(IQC) as per lab SOP and run routine IQC sample as per SOP and EQA
- Identify IQC and report deviations to supervisor
- Daily document log sheets (room temperature, fridges, etc.)

#### Teaching, Training, Research and Development of Laboratory staff:

- CPD presentation (at least 1 lecture per annum)
- Train and be competent using SOP's for all instruments in the laboratory including maintenance in own area of work.

### Minimum requirements & key competency

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

Enquiries may be directed to Shaun Govender @ (031) 327 6727, e-mail application to [shaun.govender@nhls.ac.za](mailto:shaun.govender@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: LEMBE-THUNGULU  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: CATHERINE BOOTH HOSPITAL  
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
PAY GRADE: MT1  
REFERENCE NUMBER: KZNCBH0121/001-13 (81680-003-8014)

#### Main Purpose of the Job

**Conducts and monitors a variety of diagnostic analyses of patient specimens to provide accurate laboratory test results to aid in and confirm clinical diagnosis and treatment therapies.**

#### Key Job Responsibility

##### Operational efficiency of laboratory

- Ensure compliance with health and safety measures at all times – each day/month/year
- Perform preventive equipment maintenance performed as per set schedule
- Daily compliance - Record temperature readings and equipment maintenance in accordance with relevant SOPs ensuring documents are accessible and retrievable
- Compliance with in-lab TAT and upholding the standard each day
- Efficient stock control on bench
- Receive samples and determine if sample is acceptable to proceed with further analysis
- Perform tests in accordance with SOPs
- Verify test results.

##### QMS

- Understand the physical and chemical principles of the various analyses performed
- Complete corrective action and troubleshooting logs for QC and equipment failures
- Run Instrument Quality Controls (“IQC”) and EQA
- Record Non-Compliance (“NC”). Record Customer Complaints
- Print and action Overdue and Pending List.

##### Assessments of results/Special stains/Interpretation of results

- Identify results that are outside expected finding or clinically established reference ranges and ensure as per SOP and report any abnormal results
- Perform Data Checks as per SOP
- Uncertainty of measurement
- Inter-lab comparisons and validations.

##### Teaching, Training & Dev of Laboratory staff

- Attend actively CPD activities
- 1x CPD presentation per annum in the 2<sup>nd</sup> and 3<sup>rd</sup> year.

#### Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **Clinical Pathology**
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge for the usage of specialized instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organisational skills
- Attention to details striving for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication skills (verbal, written & presentation)
- Computer Literacy
- Time management and evaluation skills.

Enquiries may be directed to Shaun Govender @ (031) 327 6727, e-mail application to [shaun.govender@nhls.ac.za](mailto:shaun.govender@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: MNGUNGUNDLOVU-THUKELA  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: LADYSMITH LABORATORY  
POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)  
PAY GRADE: B5  
REFERENCE NUMBER: KZNLADY0720/001-05

#### Main Purpose of the Job

**To draw quality blood (and other fluids) samples from patients and prepare these specimens for further testing.**

#### Key Job Responsibility

- Draws blood as required using safety procedures
- Observes the physical condition of patients during blood taking and applies sound phlebotomy practices in order to ensure the safety and comfort of patients
- Pre- and post-test counselling of parents/guardians and children of various ages according to current South African legislation guidelines
- Performs and interprets point of care tests as required
- Keeps records of specimen collected, ensures that all patients detail and clinical information is accurately recorded and interprets test results in the context of the child's clinical condition
- Handles or refers queries related to the service
- Theoretical and practical training of other health care workers to render this service
- Report writing to document the service and identify successes and failures
- Revises standard operating procedures as new information becomes available and proactively strives to improve integration of child care service within the health care facility
- Participates in operational research to inform best practice
- Provides general nursing and phlebotomy technician services as required, from time to time
- Checks stock levels of all collection materials and orders additional stock to ensure the availability of required materials at all times
- Implements sound housekeeping procedures to ensure a safe working environment in accordance with legislation and all safety protocols.

#### Minimum requirements & key competency

- Matric (NQF 4)- Essential
- Certificate in Nursing (3 years)/ SMLTSA Certificate (Essential)
- Counselling and Good Clinical Practice (GCP) courses (Essential)
- Registration with SANC as a nurse/ Registered with the HPCSA as a Phlebotomy Technician (Essential)
- Valid Driver's Licence (Desirable).
- 0 years' experience
- Knowledge of HIV and TB management
- Demonstrate full knowledge of the pre-collection limitations applicable to the required specimen and testing process
- Demonstrate knowledge of the purpose and safe use of all equipment used in the collection of all specimen type and specialized testing procedures within the scope of practice
- Demonstrate knowledge of factors which may affect the quality of the specimen arising either pre-Post or during specimen collection and apply appropriate actions to avoid their occurrence
- Knowledge of research project and laboratory tests-Essential
- Knowledge of various test regimes-Essential
- Knowledge of specimen safety precautions-Essential
- Understanding and applying correct procedures, Working in hazardous environment and being safety conscious-Essential
- Sound knowledge of all required phlebotomy related nursing procedures and relevant disease process/laboratory tests –Essential
- Computer literate
- Project Management skills-Essential
- Data capturing and analysis skills-Essential
- Interpersonal and Counselling skills
- Written and Verbal Communication skills
- Time Management and Initiative
- Good communication
- Ability to maintain confidentiality.

Enquiries may be directed to Shaun Govender @ (031) 327 6727, e-mail application to [shaun.govender@nhls.ac.za](mailto:shaun.govender@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>



BUSINESS UNIT: PRINCE STREET REGIONAL OFFICE  
DISCIPLINE: GENERAL SERVICES  
LOCATION: PRINCE STREET  
POSITION: CONTROLLER GENERAL SERVICES (RE-ADVERTISEMENT)  
PAY GRADE: C3  
REFERENCE NUMBER: KZNPS0121-01 (80190-001-1107)

#### Main Purpose of the Job

**To draw quality blood (and other fluids) samples from patients and prepare these specimens for further testing.**

#### Key Job Responsibility

■ To manage the NHLS vehicles fleet database at area level to adhere to legislation and Standard Operating Procedures ■ To manage database to ensure correct information and insure license renewals, traffic fines management and salary deductions ■ To scrutinize monthly report on travel, cell phone usage, vehicle fleet card usage in order to monitor expenses and misuse of company vehicles in order to compile monthly regional report for management ■ To ensure that phones are installed and operating as well as cell phones and the installed phones usage are monitored to ensure effectiveness ■ To ensure that security, cleaning, garden services, hygiene, pest control and related services perform at an optimal level ■ Manage and monitor all Facilities related contract and service providers ■ To ensure that building and equipment are effectively maintained within the region ■ To manage Facilities related project within the region.6.6 ■ To monitor all the building and related work activities to ensure that deadlines are met by various external suppliers.

#### Minimum requirements & key competency

■ Grade 12 ■ 3 (three) year ND in Business relate studies/Administration/Built Environment (NQF level 6) ■ Certificate in Project Management ■ Valid driver's license ■ 5 (five) years' experience in Facilities/Project Management environment ■ 1 (one) year experience in managing contract ■ Understand of security environment (guards CCTV, Access control, Fire detecting Services) ■ Understand cleaning and Hygiene environment ■ Knowledge of Gardens ■ Pest control knowledge ■ Pest control knowledge ■ Seasonal Plants ■ Knowledge of traffic Department Legislation ■ Knowledge of telephone and telephone management systems ■ Knowledge of building materials ■ Knowledge of Facilities (Generators, UPS Chilliera, Aircorns, Lift, Autoclaves, Fridge's, Knowledge in IT Cabling ■ Planning and organising skills ■ Negotiation skills ■ Time Management ■ Leading and supervising ■ Decision Making Skills ■ Analysing ■ Report writing skills ■ Computer literacy

**Enquiries may be directed to Promise Mncube @ (031) 327 6768, e-mail application to [promise.mncube@nhls.ac.za](mailto:promise.mncube@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**

BUSINESS UNIT: ACADEMIC COMPLEX  
DISCIPLINE: CHEMICAL PATHOLOGY  
LOCATION: INKOSI ALBERT LUTHULI CENTRAL HOSPITAL  
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
PAY GRADE: LT1  
REFERENCE NUMBER: KZNCHEMIALCH0121/001-06 (81102-006-7014)

### Main Purpose of the Job

To perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease under the supervision of a medical technologist

### Key Job Responsibility

#### Laboratory Safety Compliance:

- Ensure compliance with health and safety measures at all times-each day / month / year
- Adherence to decontamination procedures upheld 100% of the time (e.g. daily bench decontamination, bio-hazardous spills, and instrument decontamination spills post service)
- 100% compliance on recording of temperature readings in accordance with relevant SOP's

#### Laboratory Process (Produced laboratory work and/or Laboratory Reports:

- Daily receive, sort and prioritize patient samples according to laboratory SOP
- Daily analyse patient samples according to laboratory SOP
- Ensures that reliable and accurate results are generated 100% of the time
- Daily adherence to set turnaround times for each tests onsite(NB) timed up to the preliminary reports
- Daily filing and storage of specimen
- Checks abnormal results according to laboratory SOP and reports results according to SOP
- Prepares stains and slides for specialized testing
- Daily documents data in own area of work.

#### Maintained and Operated Equipment:

- Perform equipment maintenance as per schedule
- Compliance and application of SOP's
- Ensure sufficient stock is available as per guidelines
- Performance of quality checks
- Competency certificate for operation of equipment
- 100% compliance to maintenance of reagent log sheets (logging of reagents, date of receipt, use and expiry and loading on instruments)
- Time error logs are flagged on equipment.

#### Quality Assurance:

- Prepare quality control material(IQC) as per lab SOP and run routine IQC sample as per SOP and EQA
- Identify IQC and report deviations to supervisor
- Daily document log sheets (room temperature, fridges, etc.)

#### Teaching, Training, Research and Development of Laboratory staff:

- CPD presentation (at least 1 lecture per annum)
- Train and be competent using SOP's for all instruments in the laboratory including maintenance in own area of work.

### Minimum requirements & key competency

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

Enquiries may be directed to Calvin Naidoo @ (031) 327 678, e-mail application to [calvin.naidoo@nhls.ac.za](mailto:calvin.naidoo@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

## LIMPOPO AND MPUMALANGA REGION

BUSINESS UNIT: VHEMBE MOPANI  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: DONALD FRASER  
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
PAY GRADE: LT1  
REFERENCE NUMBER: LIMP01-VM 0721-001-01 (61180-006-7014)

### Main Purpose of the Job

To perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease under the supervision of a medical technologist

### Key Job Responsibility

#### Laboratory Safety Compliance:

- Ensure compliance with health and safety measures at all times-each day / month / year
- Adherence to decontamination procedures upheld 100% of the time (e.g. daily bench decontamination, bio-hazardous spills, and instrument decontamination spills post service)
- 100% compliance on recording of temperature readings in accordance with relevant SOP's

#### Laboratory Process (Produced laboratory work and/or Laboratory Reports:

- Daily receive, sort and prioritize patient samples according to laboratory SOP
- Daily analyse patient samples according to laboratory SOP
- Ensures that reliable and accurate results are generated 100% of the time
- Daily adherence to set turnaround times for each tests onsite(NB) timed up to the preliminary reports
- Daily filing and storage of specimen
- Checks abnormal results according to laboratory SOP and reports results according to SOP
- Prepares stains and slides for specialized testing
- Daily documents data in own area of work.

#### Maintained and Operated Equipment:

- Perform equipment maintenance as per schedule
- Compliance and application of SOP's
- Ensure sufficient stock is available as per guidelines
- Performance of quality checks
- Competency certificate for operation of equipment
- 100% compliance to maintenance of reagent log sheets (logging of reagents, date of receipt, use and expiry and loading on instruments)
- Time error logs are flagged on equipment.

#### Quality Assurance:

- Prepare quality control material(IQC) as per lab SOP and run routine IQC sample as per SOP and EQA
- Identify IQC and report deviations to supervisor
- Daily document log sheets (room temperature, fridges, etc.)

#### Teaching, Training, Research and Development of Laboratory staff:

- CPD presentation (at least 1 lecture per annum)
- Train and be competent using SOP's for all instruments in the laboratory including maintenance in own area of work.

### Minimum requirements & key competency

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

Enquiries may be directed to Selby Silinda @ 060 978 3103/ Helen Matetoane @ 072 346 8157 and Jeaneth Masibigiri @ 015 296 3910, or e-mail application to [LIMPRegion@nhls.ac.za](mailto:LIMPRegion@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

## WESTERN AND NORTHERN CAPE REGION

BUSINESS UNIT: WESTERN CAPE  
DISCIPLINE: REGIONAL FINANCE  
LOCATION: GREEN POINT COMPLEX  
POSITION: MANAGER (REGIONAL FINANCE) (RE-ADVERTISEMENT)  
PAY GRADE: D2  
REFERENCE NUMBER: WCNC0819/001-01 (10090-001-1457)

### Key Job Responsibility

■ To implement and communicate all NHLS policies, systems, procedures and internal controls to ensure smooth operation of the Region / Institute and compliance with audit requirements ■ To facilitate the development and implementation of Region / Institute's business plans and budgets to ensure compliance with national strategic requirements and objectives ■ To monitor, control, correlate and report on financial performance of the Region / Institute against the budget to ensure cost effective, efficient service that is compliant with Public Finance Management requirements ■ To review, recommend and report on capital expenditure for authorization by executive manager to ensure that expenditure remains within allocated budget and is distributed equitably between various business units in the region ■ To facilitate the implementation of contracts and service level agreements at a Regional / Institute level to ensure that the needs of customers and NHLS business objectives are met ■ To oversee general services of the Region / Institute (e.g. safety, security, office facilities, transport services and switchboard) in order to support logistical business needs and improve overall efficiency ■ To develop and manages staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives ■ To manage inventory and assets and conduct ad hoc audits to ensure correctness of stock levels ■ To, where required, take responsibility for the overall financial and information technology of the Region / Institute in accordance with the NHLS rules, policies and procedures.

### Minimum requirements & key competency

■ B Comm / Financial Management degree or National Diploma in Accounting (Essential) ■ Five (5) to Eight (8) Years Post Qualification Experience in Finance and General Management ■ People Management Skills ■ Time Management Skills ■ Leadership Skills ■ Assertiveness ■ Computer Literacy (MS Office with advanced excel) ■ Knowledge/Skills Knowledge of Oracle ERP, relevant acts and Treasury Regulations i.e. PFMA, PPPFA, BBBEE, GRAP, GAAP, etc. ■ Knowledge of Cost and Management Accounting ■ Attention to detail ■ Knowledge of writing and policy and procedures ■ Team orientated.

Enquiries may be directed James Abraham @ (021) 417 9316, e-mail application to [james.abraham@nhls.ac.za](mailto:james.abraham@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC COMPLEX  
DISCIPLINE: HISTOLOGY  
LOCATION: GROOTE SCHUUR HOSPITAL  
POSITION: TYPIST (DICTAPHONE) (RE-ADVERTISEMENT)  
PAY GRADE: B3  
REFERENCE NUMBER: WCNC0121/001-01 (12002-003-6011)

#### Main Purpose of the Job

Responsible for the receiving, capturing and distribution of all specimens to ensure correct information is obtained and recorded and to facilitate the speedy processing of specimens in terms of service objectives.

#### Key Job Responsibility

■ Type all Pathologist's reports from a Dictaphone to ensure timeous and accurate completion of reports ■ Draw up a report by collating details from audio and visual sources in a logical way so as to facilitate well-presented reports. ■ Type post-mortem results and ensure a good filing system-making retrieval of documentation easier, should it be needed for medico-legal disputes or general enquiries. ■ Responding to queries by referring the doctors to the relevant pathologists. ■ Printing and dispatching of all pathology reports to all respective doctors, to ensure optimal patient care.

#### Minimum requirements & key competency

■ Grade 12 with typing as a subject ■ 1 (one) year Dictaphone typing ■ Post-qualification experience in a diagnostic laboratory ■ Knowledge of medical terminology ■ Interpersonal skills ■ Good listening skills ■ Computer literacy – Laboratory system ■ Speed and accuracy in typing ■ Ability to work under pressure, within a team and with minimal supervision ■ Willingness to work unsociable hours, shifts, weekends, public holidays ■ **Candidates will be required to do a typing competency test.**

Enquiries may be directed to Neliswa Ngculu @ (021) 404 5308, e-mail application to [Neliswa.ngculu@nhls.ac.za](mailto:Neliswa.ngculu@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC COMPLEX  
DISCIPLINE: LABORATORY SUPPORT SERVICE  
LOCATION: GROOTE SCHUUR HOSPITAL  
POSITION: PHLEBOTOMY OFFICER (X2 POSTS) (RE-ADVERTISEMENT)  
PAY GRADE: B5  
REFERENCE NUMBER: WCNC0221/001-01 (12022-006-8022) (12022-009-8022)

#### Main Purpose of the Job

**To draw quality blood (and other fluids) samples from patients and prepare these specimens for further testing.**

#### Key Job Responsibility

- Draws blood as required using safety procedures
- Observes the physical condition of patients during blood taking and applies sound phlebotomy practices in order to ensure the safety and comfort of patients
- Pre- and post-test counselling of parents/guardians and children of various ages according to current South African legislation guidelines
- Performs and interprets point of care tests as required
- Keeps records of specimen collected, ensures that all patients detail and clinical information is accurately recorded and interprets test results in the context of the child's clinical condition
- Handles or refers queries related to the service
- Theoretical and practical training of other health care workers to render this service
- Report writing to document the service and identify successes and failures
- Revises standard operating procedures as new information becomes available and proactively strives to improve integration of child care service within the health care facility
- Participates in operational research to inform best practice
- Provides general nursing and phlebotomy technician services as required, from time to time
- Checks stock levels of all collection materials and orders additional stock to ensure the availability of required materials at all times
- Implements sound housekeeping procedures to ensure a safe working environment in accordance with legislation and all safety protocols.

#### Minimum requirements & key competency

- Matric (NQF 4)- Essential
- Certificate in Nursing (3 years)/ SMLTSA Certificate (Essential)
- Counselling and Good Clinical Practice (GCP) courses (Essential)
- Registration with SANC as a nurse/ Registered with the HPCSA as a Phlebotomy Technician (Essential)
- Valid Driver's Licence (Desirable).
- 0 years' experience
- Knowledge of HIV and TB management
- Demonstrate full knowledge of the pre-collection limitations applicable to the required specimen and testing process
- Demonstrate knowledge of the purpose and safe use of all equipment used in the collection of all specimen type and specialized testing procedures within the scope of practice
- Demonstrate knowledge of factors which may affect the quality of the specimen arising either pre-Post or during specimen collection and apply appropriate actions to avoid their occurrence
- Knowledge of research project and laboratory tests-Essential
- Knowledge of various test regimes-Essential
- Knowledge of specimen safety precautions-Essential
- Understanding and applying correct procedures, Working in hazardous environment and being safety conscious-Essential
- Sound knowledge of all required phlebotomy related nursing procedures and relevant disease process/laboratory tests –Essential
- Computer literate
- Project Management skills-Essential
- Data capturing and analysis skills-Essential
- Interpersonal and Counselling skills
- Written and Verbal Communication skills
- Time Management and Initiative
- Good communication
- Ability to maintain confidentiality.

Enquiries may be directed to Neliswa Ngculu @ (021) 404 5308, e-mail application to [Neliswa.ngculu@nhls.ac.za](mailto:Neliswa.ngculu@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: WESTERN CAPE  
DISCIPLINE: DIAGNOSTIC MEDIA PRODUCTION  
LOCATION: GREEN POINT COMPLEX  
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
PAY GRADE: LT1  
REFERENCE NUMBER: WCNC0121/001-01 (14011-002-7014)

### Main Purpose of the Job

To perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease under the supervision of a medical technologist

### Key Job Responsibility

#### Laboratory Safety Compliance:

- Ensure compliance with health and safety measures at all times-each day / month / year
- Adherence to decontamination procedures upheld 100% of the time (e.g. daily bench decontamination, bio-hazardous spills, and instrument decontamination spills post service
- 100% compliance on recording of temperature readings in accordance with relevant SOP's

#### Laboratory Process (Produced laboratory work and/or Laboratory Reports:

- Daily receive, sort and prioritize patient samples according to laboratory SOP
- Daily analyse patient samples according to laboratory SOP
- Ensures that reliable and accurate results are generated 100% of the time
- Daily adherence to set turnaround times for each tests onsite(NB) timed up to the preliminary reports
- Daily filing and storage of specimen
- Checks abnormal results according to laboratory SOP and reports results according to SOP
- Prepares stains and slides for specialized testing
- Daily documents data in own area of work.

#### Maintained and Operated Equipment:

- Perform equipment maintenance as per schedule
- Compliance and application of SOP's
- Ensure sufficient stock is available as per guidelines
- Performance of quality checks
- Competency certificate for operation of equipment
- 100% compliance to maintenance of reagent log sheets (logging of reagents, date of receipt, use and expiry and loading on instruments)
- Time error logs are flagged on equipment.

#### Quality Assurance:

- Prepare quality control material(IQC) as per lab SOP and run routine IQC sample as per SOP and EQA
- Identify IQC and report deviations to supervisor
- Daily document log sheets (room temperature, fridges, etc.)

#### Teaching, Training, Research and Development of Laboratory staff:

- CPD presentation (at least 1 lecture per annum
- Train and be competent using SOP's for all instruments in the laboratory including maintenance in own area of work.

### Minimum requirements & key competency

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

Enquiries may be directed to Chris Mxhosana @ (021) 417 9314, or e-mail application to [chris.mxhosana@nhls.ac.za](mailto:chris.mxhosana@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: NORTHERN CAPE REGION  
DISCIPLINE: MANAGEMENT & ADMINISTRATION  
LOCATION: KIMBERLEY LABORATORY COMPLEX  
POSITION: LABORATORY MANAGER (RE-ADVERTISEMENT)  
PAY GRADE: D1  
REFERENCE NUMBER: WCNC0121/001-01 (35200-001-1312)

#### Main Purpose of the Job

To manage a laboratory to ensure achievement of a cost effective and high quality service in line with customer and business needs.

#### Key Job Responsibility

- Manages the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required
- Reviews and recommends change to standard operating procedures in order to ensure the laboratory is constantly able to provide a high quality, cost effective and safe service
- Overseeing and monitoring equipment calibration and maintenance to ensure accurate and reliable results, oversees and monitors the validation of new equipment for implementation in the laboratory
- Oversees asset management and procurement of goods to ensure the most effective utilization of resources, optimize stock levels, reduce costs and ensure availability of required stock at all times
- Generate management reports as required to monitor work and performance status of the laboratory and take corrective action when required
- Liaises with customers in order to resolve service related issues, maintain a positive image of the organization and promote the services of the laboratory
- Accountable for the implementation and maintenance of the quality system that governs the laboratory and service components of the department to ensure compliance with the principles of Good Laboratory Practice and the fulfilment of SANAS accreditation requirements
- Participates in the involvement and promotion of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements
- Contributes to the development of an annual operational budget, and monitors and controls expenses against budget in order to control costs and maximise the profitability of the lab
- Oversee the implementation and correct application of all NHLS policies and procedures to ensure compliance.
- Plans and manages the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilisation of available resources
- Ensures Training and development of staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives
- Oversees the training of students to ensure comprehensive prepare
- Performs the role of a medical technologist as required as per operational needs.

#### Minimum requirements & key competency

- 3 (three) year degree/diploma in Medical Technology / Biomedical Technology / Bachelor in Health Science NQF level 6 or 7
- Registration with the HPCSA in the **Clinical Pathology**
- 7 (seven) years post qualification and experience in the diagnostic laboratory
- Knowledge of usage of Laboratory Equipment
- Knowledge of Health and Safety issues in a Laboratory Environment
- Knowledge of Laboratory Procedures and Processes
- Knowledge of TQMS
- Knowledge of stock control
- Assertiveness
- Interpersonal skills
- Staff management
- Basic understanding of finance and general management & computer skills
- Ability to work under pressure
- Communication skills
- Planning, organizing and process management
- Analytical skills.

Enquiries may be directed to Paballo Thokoana @ (053) 831 3969, or e-mail application to [paballo.thokoana@nhls.ac.za](mailto:paballo.thokoana@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>



BUSINESS UNIT: WESTERN CAPE  
DISCIPLINE: DIAGNOSTIC MEDIA PRODUCTION  
LOCATION: GREEN POINT COMPLEX  
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
PAY GRADE: LT1  
REFERENCE NUMBER: WCNC0121/001-01 (14011-002-7014)

### Main Purpose of the Job

To perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease under the supervision of a medical technologist

### Key Job Responsibility

#### Laboratory Safety Compliance:

- Ensure compliance with health and safety measures at all times-each day / month / year
- Adherence to decontamination procedures upheld 100% of the time (e.g. daily bench decontamination, bio-hazardous spills, and instrument decontamination spills post service)
- 100% compliance on recording of temperature readings in accordance with relevant SOP's

#### Laboratory Process (Produced laboratory work and/or Laboratory Reports:

- Daily receive, sort and prioritize patient samples according to laboratory SOP
- Daily analyse patient samples according to laboratory SOP
- Ensures that reliable and accurate results are generated 100% of the time
- Daily adherence to set turnaround times for each tests onsite(NB) timed up to the preliminary reports
- Daily filing and storage of specimen
- Checks abnormal results according to laboratory SOP and reports results according to SOP
- Prepares stains and slides for specialized testing
- Daily documents data in own area of work.

#### Maintained and Operated Equipment:

- Perform equipment maintenance as per schedule
- Compliance and application of SOP's
- Ensure sufficient stock is available as per guidelines
- Performance of quality checks
- Competency certificate for operation of equipment
- 100% compliance to maintenance of reagent log sheets (logging of reagents, date of receipt, use and expiry and loading on instruments)
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#### Quality Assurance:

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